



October-06

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 No system availability Complete monthly cycles FDW available 5:00 AM to 4:00 PM CST Import accounting period 12/06 intradepartmental balances from FACTS-I file to ITRS	2 Run Interfaces and Nightly Cycle Transmit final 224 to Treasury. Run Preliminary Annual Close Job. Run PROP end of Month job PROP System unavailable Schedule of Unprocessed Intradepartmental IPAC bills provided to agencies.	3 Run Nightly Cycle (No interfaces) PROP System unavailable	4 Run Nightly Cycle (No interfaces) PROP system unavailable	5 Run Nightly Cycle (No interfaces)	6 Run Nightly Cycle (No interfaces) Certification that FMFIA tarest for 9/30/06 were completed or explanations if targets revised Close ITRS for yearend reporting IFCS reporting window opens for update Final listing of all warrants processed during FY 06	7 Payroll Weekend-Pay Period 19 System available 6:00 AM to 4:00 PM CST FDW available 5:00 AM to 6:00 PM CST
8 Payroll Weekend-Pay Period 19 Run MASC roll. FDW available 6:00 AM to 4:00 PM CST System available after payroll cycle completes. Nightly cycle, if needed	9 <i>Columbus Day Holiday</i> Cycles, if needed	10 Run Interfaces and Nightly Cycle Run Preliminary Annual Close Job with no errors Adjustments, excluding cash, processed into FFIS Last day of period 13 adjustments	11 Run Interfaces and Nightly Cycle	12 Run Interfaces and Nightly Cycle Monthly status of 6653-54-55 calculated differences as of 9/30/06 Apportionment schedules for selected treasury symbols	13 Run Interfaces and Nightly Cycle FACTS II 4th qtr window opens and all submissions to Treasury not certified Record cash adjustments TROR window opens at Treasury	14 Maintenance Weekend System available 6:00 AM to 11:45 AM CST FDW available 5:00 AM to 6:00 PM CST

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15 Maintenance Weekend Run Reproc Cycle System available 6:00 AM to 9:00 PM CST FDW available 5:00 AM to 4:00 PM CST	16 Run Interfaces and Nightly Cycle Last day to close Period 13 Response to FFIS sample as of 9/30/06 with appropriate supporting documentation to OIG Lead Summary of Suspense balances as of 9/30/06 Provide period 12 Account Variance Analysis for changes greater than or equal to \$25 million and greater than or equal to 10% to OIG and ACFO-FO Year-end data entry for Statement of Financing and Program data due for input into FSDW SUSF tracking report as of 9/30	17 Run Interfaces and Nightly Cycle Period 13 financial statements as of 9/30/06 available for agency and OIG review in FSDW Reporting Center FACTS I file for intragovernmental balances and GFRS to ACFO-FO Response to 4th quarter sampled items to OIG	18 Run Interfaces and Nightly Cycle ACFO-FO provides Management's Explanation of Significant Variances template to agencies	19 Run Interfaces and Nightly Cycle IFCS closes for the 4th quarter Intragovernmental 4th quarter agency data file due to Treasury and OIG	20 Run Interfaces and Nightly Cycle Year end templates for notes, SI, obligations incurred due to ACFO-FO. Agencies submit 4th quarter management's Explanation of Significant Variances. Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO. Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO.	21 Payroll Weekend-Pay Period 20 System available 6:00 AM to 4:00 PM CST FDW available 5:00 AM to 6:00 PM CST
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22 Payroll Weekend-Pay Period 20 FDW available 6:00 AM to 4:00 PM CST System available after payroll cycle completes.	23 Run Interfaces and Nightly Cycle <i>Run PROP Depreciation</i>	24 Run Interfaces and Nightly Cycle Run Payroll Estimates Response to Period 13 sampled items to OIG	25 Run Interfaces and Nightly Cycle Review depreciation records FMS provides 3rd quarter Intragovernmental Activity Reporting data to OCFO Explanations for material differences to ACFO-FO	26 Run Interfaces and Nightly Cycle Last GOALS run Review payroll estimates	27 Run Interfaces and Nightly Cycle Accelerate disbursements thru 10/31 Last GOALS run Responses/Support for sample of 4th quarter items selected by OIG from ITRS Provide unaudited final draft of PAR including consolidated financial statements and notes to OIG, with appropriate support Explanations/causes and actions planned for abnormal balances as of 9/30/06 Summary spreadsheet with status of personal property reconciliations as of 9/30/06 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG CPAIS reconciliations to FFIS as of 9/30 for non-standalone agencies	28 Maintenance Weekend System available 6:00 AM to 11:45 AM CST FDW available 5:00 AM to 6:00 PM CST
29 Maintenance Weekend system available 6:00 AM to 9:00 PM CST FDW available 5:00 AM to 4:00 PM CST	30 Run Interfaces except TELE and UTVN and Nightly Cycle Review accruals. Submit 4th quarter Status of Disposition Certification to Treasury and OIG	31 Run Interfaces except TELE and UTVN and Nightly Cycle, monthly close and final 224. Draft Agency Closing Package submission due in GFRS.	Revised 9/28/06			